

# 2010

## Red-Tailed Hawk Day Camp Centennial Luau



Director  
John Conner

Program Director  
Diane Conner

[www.hoac-bsa.org](http://www.hoac-bsa.org)  
[www.eagle-scout.org/RTH/](http://www.eagle-scout.org/RTH/)





# Pack Volunteers' Manual

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## DISTRICT *VOLUNTEERS* - Contact Information

### Day Camp Director

John Conner  
913/829-2863 (home)  
913/481-5514 (cell)  
connertown5@sbcglobal.net

### Day Camp Program Director

Diane Conner  
913/829-2863 (home)  
913/269-7804 (cell)  
connertown5@gmail.com

### BSA Staff Advisor/Professional

TBD

### Registrars

Susan Lux	Terry Matches	Melissa Humphreville
913/764-8529	913/897-1636	239-9983
wsjlux@swbell.net	matches@kc.rr.com	mhumphreville@kc.rr.com

### Physical Arrangements Coordinators

<u>Set-Up/Breakdown</u>	<u>Weekday</u>
Jeff Turner	Jeff Turner

### Security -

#### Trading Post -

Nancy Rowland (3210)  
913/451-7464  
nrowland@everestkc.net

### Tot Lot

TBD  
PH  
EMAIL

### Health Care

TBD  
PH  
EMAIL

### Range Directors

Archery - TBD  
BB Guns - TBD  
Sling Shots - TBD

## PARTICIPATION - Who is Day Camp For?

### Who is Day Camp For?

Registered Cub Scouts - Tigers, Wolves, Bears, Webelos I and Webelos II - who are 5-11 years-old may attend Day Camp. A boy whose BSA registration is not current will be required to register upon check-in at camp.

### Who is Day Camp NOT For?

Non-registered boys, siblings or "tag-alongs."

### Den Chiefs

Boys who are **registered** with B.S.A. and are 11-17 years old may serve with a pack as a Den Chief at Day Camp. There is no fee for Den Chiefs.

Guidelines for Den Chiefs are:

- To **lead** activities; they do not participate in them or program areas.
- They are the responsibility of your pack and must travel with the pack at all times. They are not to be wandering Lake Olathe.
- Although **Den Chiefs** lead the boys in free-time activities, they do not qualify as leaders. Therefore, they **do not qualify for two-deep leadership**.

## STAFF - Who Runs Day Camp?

Day Camp is a labor-intensive endeavor for the district as well as for the packs. Each pack has a responsibility to provide volunteers not only to make Day Camp happen, but to make it a success!

Besides the Red-Tailed Hawk District volunteers listed on Page 4, attending packs provide additional volunteers to execute the program.

- Red-Tailed Hawk District Volunteer Staff
- Day Camp Coordinator (a.k.a. Pack Coordinator)
- Staffers - Adult Pack volunteers
- Staffers - Youth/Junior volunteers
- Walking Leaders - Adult Pack volunteers

## PACK VOLUNTEER - Day Camp Coordinator

### DAY CAMP COORDINATOR TRAINING DATES

February 4, 2010 (at Roundtable) - 7:30 - 8:30 pm  
March 4, 2010 (at Roundtable) - 7:30 - 8:30 pm  
April 1, 2010 (at Roundtable) - 7:30-8:30 pm

Thank you for serving as your pack's Day Camp Coordinator. Your responsibilities include:

- Serve as a point of contact for dissemination of information to your pack throughout spring and during Day Camp
- Collect fees and forms
- Recruit volunteers for Day Camp
  - Staffer(s)
  - Walking Leaders
- Organize pack committees for:
  - Entrance design and construction
  - Floodle production
  - Family night plans
- Ensure campsite has all required equipment
- Plan pack's transportation to and from Day Camp (bus or cars)
- Coordinate with attending walking leaders daily check-in at Admin tent

The following checklist is provided to assist you.

### SUBMIT TO HOAC

- Registration form and fee for all your pack members. Due at April Roundtable, or to the Council office April 7, 2010. [See Appendix A]

### SUBMIT TO DISTRICT REGISTRAR

- Health Form/Photo Release [Appendix B] for each scout and adult attending Day Camp.
- Daily Attendance Roster - Youth [Appendix D]
- Daily Attendance Roster - Adult [Appendix E]
- Transportation Form [Appendix F-1 or F-2]
- T-Shirt Preorder Form [Appendix G]
- Camp Photo Pre-Order Form [Appendix H]

### COLLECT FOR PACK USE ONLY (if desired)

- Permission Slip [Appendix C] - for pack use. Does NOT need to be submitted to Registrar.

### Other Pack Coordinator Responsibilities

- Recruit staffers
- Recruit walking leaders
- Recruit pack volunteers to create and set-up your pack's campsite
- Communicate all information from District Staff to your pack's Day Camp attendees.
- Coordinate Floodle production.

**IMPORTANT REMINDER:**  
Please keep copies of all forms you submit on behalf of your pack and your scouts!

## PACK VOLUNTEER - Staffers

### STAFFER TRAINING DATES

April 15, 2010 - 6:30 - 7:30 pm - Aldersgate  
May 20, 2010 - 6:30 - 7:30 am - Aldersgate

Staffers are adult *pack* volunteers who run the activities/rotations. Each pack is **REQUIRED** to provide staffers. Guidelines for these volunteers are:

- Pack must provide staffers for all four days of Day Camp (may be split between multiple adults, if necessary)
- Staffer(s) must be BSA registered and 14+ years old, if not already registered.
- **Your unit must supply one ADULT staffer (18 yrs+) per 15 boys.**
- Staff must attend one of the staff training sessions listed above and a mandatory staff meeting at 3 p.m. on Sunday, June 13.
- Adult Staff must be Youth Protection trained
- Completion of application found in Appendix M.
- Submit Health Form found in Appendix B.
- CPR training is optional, but desired. Please inform the Day Camp Director if you are CPR-trained so that he may obtain a copy of your certification.

It is important for all staffers to attend the Sunday, June 13, meeting since camp will be set up and the program director can review with you specifics regarding your assigned program area.

## PACK VOLUNTEER - Walking Leaders

### WALKING LEADER TRAINING DATES

May 18, 2010 - 6:00 - 7:30 pm (Aldersgate)  
June 5, 2010 - 9:00 - 10:00 am - Lake Olathe

Walking Leaders are adult pack volunteers who accompany your pack's boys **AT ALL TIMES** and are responsible for the boys safety and discipline. Two-deep leadership is mandated by BSA.

Ideally, packs provide four walking leaders daily so that if any one scout needs to be accompanied anywhere (to first aid, to a restroom, etc.), two adults may do so and two adults remain with the rest of the pack.

Further, the guidelines for Walking Leaders are:

- Adults at least 18 years old.
- **A ratio of 1 adult per 5 boys is required.**
- A minimum of two must be with each group OR individual Scout at all times.
- **At least one every day must have been youth protection trained.**
- At least one every day must attend Walking Leader Training

See Appendix K for specific information regarding Walking Leader responsibilities.

## VOLUNTEER - Youth/Junior Staffers

### STAFFER TRAINING DATES

April 15, 2010 - 6:30 - 7:30 pm - Aldersgate  
May 20, 2010 -6:30 - 7:30 am - Aldersgate

A great resource for assisting with Day Camp is "junior" staffers. Boy Scouts who are looking for service hours or leadership experience are encouraged to staff Day Camp.

Guidelines for youth/junior volunteers are:

- Each pack is **requested** to supply at least 1 Youth Staff for the week.
- Boys must be at least 11 years of age prior to the first day of camp and be a registered Boy Scout or Venture Scout.
- Girls must be at least 14 years old the first day of camp and must be a registered Venture Scout.
- Son or daughter not a scout but willing to help? We can solve this problem! Please inquire how.
- Completion of the junior staffer application found in Appendix L.

## VOLUNTEER - Range Directors

Field Sports training is required for ALL range Staffers. It will be offered on dates to be determined. Range directors are appointed for each of the three field sports - Archery, BB Guns and Sling Shots.

HOAC will provide range training dates as soon as they become available. This information will be distributed via email to Day Camp Coordinators. Anyone from your pack who may be interested in running a range should contact either the Director or Program Director.

## TOT LOT

Provided a Tot Lot Coordinator can be identified, the Red-Tailed Hawk District is pleased to provide a "Tot Lot" for children of pack volunteers serving as Staffers. The Tot Lot will only be available to Walking Leaders if the number of Staffers kids already participating in the Tot Lot does not exceed a maximum number. This number will be determined by how many volunteers are secured to run the Tot Lot.

Guidelines for children to participate in Tot Lot are:

- Child belongs to a Day Camp "Staffer"
- Child must be OUT of diapers
- Registration will be limited to 25 per day (determined by completed paperwork being turned in)
- Fee of \$25 for the entire week, which covers supplies for activities and \$5 towards the required t-shirt (for identification purposes).
- A separate program will be provided for children in the Tot Lot. They will be provided the same safe guards of any child at Day Camp, including two-deep leadership.
- Packed lunch must be provided daily BY PARENTS for child(ren) in Tot Lot.
- Tot Lot application can be found in Appendix N, and should be submitted to RTH registrars by May 31.
- Parents must sign the pack's permission slip and health form/photo release for children in the Tot Lot.

## FEES

### REGISTRATION (Forms & Fees)

**IMPORTANT REMINDER:**  
Please keep copies of all forms  
you submit on behalf of your  
pack and your scouts!

### FORMS

In order to assist the volunteer registrars, please note the following.

#### Registration (Appendix A)

Begins January 4, 2010.  
Advance registration ends April 7, 2010.

#### Health Form (Appendix B)

Please answer all questions on the health form/photo release (Parts A and C) found in Appendix B as completely as possible. For Day Camp, the only immunization information required is the date of the last **tetanus shot**. For scouts, the date is generally before they started Kindergarten. **For adults, if it is unknown, please write "unknown."** Original health forms are submitted to registrar; please keep a copy for your pack. The original forms will be returned to you upon check-out of camp, Thursday, June 17.

#### Daily Attendance Rosters (Appendices D & E)

When completing and submitting daily attendance rosters to the registrar, please:

- **Alphabetize** boys by pack, not dens.
- Use separate forms for adults and Den Chiefs.
- Make 6 copies of the Daily Attendance Roster-Youth and Daily Attendance Roster-Adult. One copy is yours to keep for your reference; the other five will be turned in each of the five days of camp, noting which boys are absent, etc.

#### Day Camp Fees

\$50 - if paid on or before April 7, 2010

\$65 - if paid April 8, 2010, or after

\$70 - at camp

[Note: The fee remains \$50 for boys who are new to Cub Scouts and are registering with BSA, even up until the day camp starts.]

#### Where to Send Fees

If your pack is unable to register at one of the spring Roundtables, you can submit **ONLY YOUR pack registration form and payment to:**

HOAC-BSA  
ATTN: **RTH** Day Camp Registration  
PO Box 414177  
Kansas City, MO 64141-4177

#### Due Dates

The following items are due at the **April** Roundtable:

- **Registration form and payment on behalf of the pack.**
- Registrars will accept health forms, attendance rosters available, etc. The more you can submit in April, the easier on you, your pack AND the registrars.

The following items are due at the **May** Roundtable:

- Health Forms for all attendees
- Completed youth roster
- Completed adult roster

The following items are due **May 31st**:

- Transportation forms
- Final number of boys, adults and Den Chiefs attending
- Tot Lot applications

#### Campership

If your pack has a scout in need, please inquire about a Campership opportunity. Please visit the Council website at [www.hoac-bsa.org](http://www.hoac-bsa.org) for a Campership application, which is due March 31, 2010.

#### Refund Policy

If a pre-registered Scout does not attend camp, his fee may be transferred to another scout. If the spot is not filled, you will be refunded the Day Camp fee you paid, less a \$20 cancellation fee. Refunds will be deposited in your unit's account at the Council office.

## TRANSPORTATION

Although permission slips for each boy are not required to be submitted to the Day Camp Registrars, it is suggested that parents complete (and sign) a permission slip for each boy attending Day Camp.

### Transportation Plan

Your Day Camp Coordinator shall plan whether the boys travel to and from Day Camp by bus or private vehicles. Once this determination is made, the form in Appendix F is completed and submitted to the Registrars by May 31.

### Bus

Your pack makes all arrangements for securing bus transportation, including scheduling and payment. If your pack is interested in sharing bus transportation with another pack, please contact one of the Registrars.

Guidelines for bus transportation are:

- Follow Day Camp Parking staff directions
- Unload bus where directed by Day Camp Parking staff
- Load busses immediately after closing flag
- Busses will NOT leave Lake Olathe until ALL busses are loaded
- For pick-up, busses will be allowed back into the parking lot no earlier than 3 p.m.
- You are paying for this service. Make sure your driver has directions to camp. Know how to contact your driver and/or his supervisor if necessary.

When completing Appendix F-2, please assist the Registrars by alphabetizing the list bus riders.

### Cars

If your pack travels to and from Day Camp by private vehicles, please note that each vehicle must be adequately insured and provide shoulder-harness seat belts for everyone in the vehicle. Passengers are NOT to ride in truck beds, on tailgates or in trailers.

When completing Appendix F, please assist the Registrars by alphabetizing the list of adults, regardless of which days they are expected to attend.

## CAMPSITE



Campsite entrances can be elaborate or very simple. When possible, please involve the scouts in your pack in creating, building and/or decorating the campsite entrance. Whatever you bring INTO camp must leave with you. Dumpsters on site at Lake Olathe are for DAY CAMP STAFF USE ONLY.

### Required Equipment

Each pack's campsite should be supplied with the following:

- Sit-upons - Storage for boy's equipment and supplies. Also serves as a seat for boys.
- Water bottle for EACH boy, every day
- Coolers with plenty of ice for lunch/snack/drink storage
- Hand washer (soap, rinse, drying - soap in ho-siery, clean water in a squeeze bottle, pa-per towels)
- Trash bag (to be hauled out daily)
- Boundaries marked with borders or flagging to identify your campsite
- Mailbox or message box
- Shelter, such as a dining fly, tarp or tent
- If a pack uses a grill, sand or water must be in its immediate proximity

**Note:** If your pack plans to grill for family night, please be sure there is water and sand available adjacent to the grill/fire.

### Sit-upons

Each scout needs a 5-gallon paint drums with a lid - a "sit-upon" - so that when they are in their campsite eating lunch or listening to instructions, they don't have to sit on the ground.

The boys can decorate these at a den meeting with permanent markers etc. but even permanent markers rub off eventually, so you may not want the boys to put TOO much effort into elaborate designs. The sit-upons are for storage of extra socks, extra shoes, an extra shirt, a towel and any other personal belongings (ball gloves, Frisbees, etc).

**Water bottles - Kids carry these EVERYWHERE.** It is a good idea for the water bottle to be insu-

lated. **TIP:** Fill the water bottle halfway with water each night and freeze. Add water in the morning so it stays cold longer.

### Optional Equipment

Feel free to be as creative as you wish!

- **Games** - Frisbees and other outdoor toys (squirt bottles too)
- **Hats** - matching so that your boys are identifiable at camp opening and closing (raising and bringing down the flag).
- **Floodles** - These are trinkets that are given to staffers (the folks working the activities) and other packs to recognize them for anything they do well (their campsite entrance is cool; they've got a good scout yell; they're organized; they're well behaved, etc.)
- **Tables** - Portable/collapsible picnic tables prove to be VERY useful. For the scouts, sit-upons work well as seats.
- **Lawn chairs** - For leaders!
- **Doorbell**
- **Bulletin Board**
- **Flag** - Not your pack's flag, but a theme-related flag to carry as you march from your campsite to ANYWHERE, activities, camp opening and closing etc.

### Considerations

These items may be ordered by your pack prior to camp:

- Adult (and Den Chief) t-shirts (See Appendix G)
- Tote bags
- Hats or "Do Rags"
- Camp and pack photos (See Appendix H)

### Set-Up

The City of Olathe will mow the grounds of Lake Olathe that we are utilizing for Day Camp. However, your pack may still want to mow its campsite or use a trimmer.

Campsite assignments will be made available at the Administration tent no earlier than noon on Sunday, June 13. Once your pack has received its assignment, vehicles may proceed to its location for set-up.

Please note the following guidelines for campsite set-up:

- Your pack needs to bring all equipment, including mowers or trimmers.
- You may bring your children, who are excited to finally be on site, but please keep them with you and supervised.
- Please stay out of program areas.
- **NO NAILS IN TREES** (use rope or twine)

- **Required staffer meeting is at the Admin Tent at 3 p.m.** Please be on time.
- Plan to take out everything you bring in (sand, large decorations).
- **Camp dumpster is for Day Camp STAFF use only. Please do not plan on using the camp dumpster to dispose of your decorations.**
- **NO GROUND FIRES ARE ALLOWED.** If your pack plans to use a grill any time during the week, have sand/water available next to the grill, and inform camp staff in the Admin tent.
- One **NO FLAME IN TENT** sign will be provided and is required to be posted on any tent or under any tarp, screen house, awning, etc. you have.
- Plan for rain, but hope/pray it doesn't.



## SUNDAY SET-UP AND CHECK-IN

Packs may begin campsite set-up at noon on Sunday, June 13, and must be completed by 3:00 p.m.

### Check-In

Before vehicles proceed to campsites, two designated individuals must report to the Administration tent for check-in. Registrars will verify all paperwork submitted on behalf of the pack then provide the pack its campsite location. Campsite assignments will be available no earlier than noon. One of your pack representatives may return to the members of your pack to inform them of the campsite location: the other representative finishes the check-in process (if necessary) with the Registrars.

Upon check-in, your pack will receive:

- Campsite location
- Boys' Day Camp T-shirts (check sizes and quantity to ensure all boys have a shirt)
- Adult T-Shirts you ordered in advance (check sizes and quantity to ensure it is what you ordered).

- Leather coups and lacing (count both), which will be needed for the Leather Stamping Program.
- One copy of your pack's schedule. Make extra copies to be posted on your bulletin board at your campsite.
- No Flame In Tent Sign (to be posted in your campsite on dining fly, carport and/or tents).

## DAILY SCHEDULE

The Daily Schedule appears as Appendix O. Please note that camp on Monday, Tuesday and Wednesday begins at 9 a.m. and dismiss at 3:30 p.m. Camp on Thursday - due to Family Night - begins at 11 a.m. and dismisses at 5:30 p.m.

## CAMPSITE BREAKDOWN & CHECK-OUT

Pack representatives (a.k.a. walking leaders) breaking down your campsite on Thursday night/Friday morning will need to check out with Day Camp staff in the administration tent.

- Staff will walk your campsite to ensure you have "left no trace."
- Health forms will be returned to you.
- Patches will be given for each participant.
- You will have one more opportunity to look through the Lost and Found

## SPECIAL EVENTS

### Bring a Buddy Day

A great recruiting opportunity for your pack is provided during Day Camp on Wednesday. Scouts may bring a buddy to camp that day who may participate in the program areas scheduled for the pack that day. There is no fee for the "buddy" to attend camp.

Buddies must complete a health form, signed by their parent, and submit it to the registrars in the Admin tent upon check-in Wednesday morning. Their name should also appear on the daily attendance roster for Wednesday.

Guidelines for non-registered boys accompanying your pack on "Bring-A-Buddy" day include:

- Signed BSA health form (Parts A and C)
- List the "buddies" on your daily attendance roster for Wednesday, noting that they are buddies.
- Please limit the number of buddies per pack to one or two

### Family Night

This year, the Red-Tailed Hawk district is again conducting Family Night on Thursday evening. Please keep in mind that if your pack intends to breakdown its campsite Thursday night rather than Friday morning, vehicles will not be allowed in camp until after 8 p.m.

If members of your pack plan to participate in family night, please consider the following:

- No vehicles in camp near den homes until after 8 p.m.
- Parking limitations
- Give your parents a map to your campsite, make signs to direct them and tell them your pack number!

## RECOGNITION - AWARDS

Part of the fun of Cub Scout camping is earning belt loops and fulfilling various requirements with a Cub's new rank (effective June 1). Program areas are planned with fun AND achievement in mind.

The list of achievements that boys have the opportunity to earn can be found in the Walking Leader Guide, a copy of which will be provided to each pack upon check-in on Sunday. It will also be available online.

Please remember that scouts should only be rewarded for an achievement if they were present the day your pack participated in a program area. For example, a fishing belt loop should only be awarded to boys in your pack who were present for and participated in the fishing rotation.

### Pack Recognition Award(s)

During the week, Day Camp staff will review campsites to ensure they are properly supplied (see Required Equipment list on Page 9). Additionally, it will recognize each pack for its campsite's strengths, possibly its entrance (creativity, boy involvement, identification, etc.), organization and cleanliness.



